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Koukamma Local Municipality

27 March 2019

**EXTRACT FROM MINUTES OF AN ORDINARY COUNCIL MEETING HELD IN THE
COUNCIL CHAMBERS, KAREEDOUW ON TUESDAY, 26 MARCH 2019 AT 10:00**

**9.4. REPORT ON THE DRAFT SERVICES DELIVERY AND BUDGET IMPLEMENTATION PLAN
(SDBIP) FOR 2019/2020 FINANCIAL YEAR**

Council Meeting

26 March 2019

Item No: 26/03/MM01

Ref: 4/8/2

Resolved

That Council approved the Draft Service Delivery and Budget Implementation Plan for 2019/20 Financial Year.

**S. VUSO
SPEAKER/MAYOR**

OFFICE OF THE SPEAKER/MAYOR

KOU-KAMMA MUNICIPALITY



DRAFT SERVICE DELIVERY & BUDGET IMPLEMENTATION PLAN 2019/20



KOUKAMMA MUNICIPALITY
DRAFT SERVICE DELIVERY AND BUDGET IMPLEMENTATION PLAN 2019/20

IDP REF	mSCOA LINK	OBJECTIVE	STRATEGY	KPI	ANNUAL TARGET	BUDGET	FUNDING	QUARTERLY TARGETS			
								QUARTER 1 (Jul - Sept)	QUARTER 2 (Oct - Dec)	QUARTER 3 (Jan - Mar)	QUARTER 4 (Apr - May)
KPA 1: Municipal Transformation and Institutional Development											
MT01	24424	Establishment of Council Chambers	Conversion of the Kareedouw library into Council Chambers	Percentage of completion with the conversion of the old Library at Kareedouw to a Council Chamber	100% complete with the conversion of the Library into a Council Chamber	R 1 000 000	Capital	Council approval of the plans to convert the old library into a Council Chamber	Procurement of a Service Provider	50% complete with the conversion of the Library to Council Chamber	100% complete with the conversion of the Library to Council Chamber
MT02	24423	Upgrading of Municipal Office in Joubertina	Upgrading of Municipal Office in Joubertina	Percentage of completion with the 1) Repairs to the roof of the Joubertina Office 2) Repairs to the office passage floor 3) Painting of Municipal building	100% complete with the 1) Repairs to the roof of the Joubertina Office 2) Repairs to the office passage floor 3) Painting of Municipal building	R 400 000	Capital	Appointment of a contract for roof repairs	100% complete with the repair of the roof of the Joubertina Office	100% complete with the repairs to the Joubertina office passage floor	100% complete with the painting of the Joubertina Municipal Offices
MT03	10037	Improve Employee Wellness through conducting a number of wellness programmes	Implementation of employee wellness programmes	Conduct a number of Employee Wellness programmes	2 Employee Wellness programmes	R 60 000	Operational	Assessment of employees wellness needs	1 Employee Wellness programme	Evaluation and survey of employee wellness needs	1 Employee Wellness programme
MT04	24111	Councillor development for councillors	Facilitation of skills development and training of Councillors	Facilitate a number of Training Programmes for Councillors	Facilitate 3 Training Programmes for Councillors	R 300 000	Operational	Development of councillor training needs assessment and appointment of the service provider.	Facilitate 1 training for Councillors	Facilitate 1 training for Councillors	Facilitate 1 training for Councillors

MT05	24113	Employee Development Programmes	Implementation of the Skills Development Plan	Facilitate a number of training programmes for Employees	Facilitate 4 Training programmes for employees	R 400 000	Operational	Operational	Facilitate 1 Training program for employees	Facilitate 1 Training program for employees	Facilitate 1 Training program for employees	Facilitate 1 Training program for employees
MT06		Organisational Review	Review of the organisational Structure through the organogram	Council Approval of an reviewed Organogram	Council Approval of 1 Reviewed Organogram	Operational	Operational	Operational	Collect and consolidate departmental inputs	Table organisational needs to Management for identification of critical positions	Council approval of the reviewed organogram	Implementation of the Reviewed organogram
MT07		Effective functioning of Council meeting for the 2018/19 Financial Year	Improve oversight function of Council	Conduct a number of Council Meetings	4 Seated Council Meetings	Operational	Operational	Operational	1 Council meeting	1 Council meeting	1 Council meeting	1 Council meeting
MT08			Effective functioning of Standing Committees for the 2018/19 Financial Year	Conduct a number of Standing Committee Meetings	20 seated Standing Committee meetings per financial year	Operational	Operational	Operational	5 Standing Committees per 12 weeks cycle	5 Standing Committees per 12 weeks cycle	5 Standing Committees per 12 weeks cycle	5 Standing Committees per 12 weeks cycle
MT09		Implementation of the Occupational Health and Safety Act	Conduct regular meetings with the OHS Committee	Conduct a number of OHS Committee meetings	2 OHS Committee Meetings	Operational	Operational	Operational	Establish and appoint OHS committee members	Training of OHS committee members	1 OHS Committee Meeting	1 OHS Committee Meeting
MT10		Implementation of the Employment Equity Act	Ensure the submission and approval of a credible EE plan	Approval of an organisational EE Plan	Approval and implementation of EE Plan targets	Operational	Operational	Operational	Council approval of the Reviewed EE Plan	Adherence to the EE plan targets	Adherence to the EE plan targets	Adherence to the EE plan targets
MT11		Effective functioning of the Risk Management Committee in the 2018/19 Financial Year	Improve the role of the Risk Management Committee	Conduct a number of Risk Committee Meetings	4 Risk Committee Meetings	Operational	Operational	Operational	1 Risk Committee Meeting	1 Risk Committee Meeting	1 Risk Committee Meeting	1 Risk Committee Meeting

MT12	Improvement of working conditions and labour peace as per the BCEA and LRA	Improve the functionality of the LLF Committee	Conduct a number of LLF meetings	4 LLF meetings	Operational	Operational	1 LLF meeting	1 LLF meeting	1 LLF meeting	1 LLF meeting
MT13	Improve ICT governance	Implementation of the ICT Corporate Governance Framework directives	Monitoring of the implementation of the ICT Strategy	4 reports on the implementation of the ICT Strategy	Operational	Operational	1 report on the implementation of the ICT Strategy	1 report on the implementation of the ICT Strategy	1 report on the implementation of the ICT Strategy	1 report on the implementation of the ICT Strategy
MT14			Conduct a number of ICT Steering Committee Meetings	Conduct 4 ICT Steering Committee Meetings	Operational	Operational	1 ICT Steering Committee Meeting	1 ICT Steering Committee Meeting	1 ICT Steering Committee Meeting	1 ICT Steering Committee Meeting
MT15	Develop Content Management System Website	Improve Content Management	Submission of information for uploading to the website	Submission of information for uploading to the website	Operational	Operational	Review the services of the existing service provider	Development of a content management plan	Implementation of the content management plan	Implementation of the content management plan
KPA 2 - Basic Service Delivery and Infrastructure Investment (Technical Services)										
TS01	Provision of adequate water services	Refurbishment of the Kareedouw Water Treatment Works	Percentage of completion with the refurbishment of the WTW in Kareedouw	100% complete with the refurbishment of the WTW in Kareedouw	R 5 557 950	WSIG	Procurement of a service provider and appointment of contractor	25% Complete with the refurbishment of the WTW in Kareedouw	50% Complete with the refurbishment of the WTW in Kareedouw	100% Complete with the refurbishment of the WTW in Kareedouw
TS02		Refurbishment of the Coldstream WWTW	Percentage of completion with the refurbishment of the WWTW in coldstream	100% complete with the refurbishment of the WWTW in coldstream	R 3 116 100	WSIG	Procurement of a service provider and appointment of contractor	25% Complete with the refurbishment of the WWTW in Coldstream	50% Complete with the refurbishment of the WWTW in Coldstream	100% Complete with the refurbishment of the WWTW in Coldstream
TS03	Provision of adequate sanitation services	Refurbishment of the Misgund WWTW	Percentage of completion with the refurbishment of the WWTW in Misgund	100% complete with the refurbishment of the WWTW in Misgund	R 1 325 950	WSIG	Procurement of a service provider and appointment of contractor	25% Complete with the refurbishment of the WWTW in Misgund	50% Complete with the refurbishment of the WWTW in Misgund	100% Complete with the refurbishment of the WWTW in Misgund

TS04	35123	Upgrading of the Sewer lines in Clarkson	Percentage of completion with the upgrading of the sewer lines in Clarkson	30% complete with the upgrading of the Clarkson Sewer Lines	R 4 059 605	MIG	Appointment of a service provider	Appointment of a contractor	15% complete with the upgrading of the Clarkson Sewer Lines	30% complete with the upgrading of the Clarkson Sewer Lines
TS05	38121	Electrification of informal settlements	Electrification of the informal settlements in Ravinia	Electrification of a number of houses in Ravinia informal settlements	R 1 550 000	DOE	Appointment of a service provider	Appointment of a contractor	Electrification 48 houses in Ravinia	Electrification 48 houses in Ravinia
KPA 2 - Basic Service Delivery and Infrastructure Investment (Community Services)										
CS01	28521	Provision of Community Facilities	Construction of a Multipurpose Centre in Louerwater	Percentage of completion with the construction of the MPCC in Louerwater	R 10 250 047	MIG	25% complete with the construction of the MPCC in Louerwater	50% complete with the construction of the MPCC in Louerwater	75% complete with the construction of the MPCC in Louerwater	100% complete with the construction of the MPCC in Louerwater
CS02	28122	Improve community facilities through maintenance and upgrading thereof	Upgrading of the community halls	Percentage of completion with the upgrading of the woodlands community hall	R 300 000	Internal	Identification of the Scope of work to be done	Appointment of a contractor	50% complete with the upgrade works of the Woodlands Community Hall	100% complete with the upgrade works of the Woodlands Community Hall
CS03	28124		Fencing of the Community Hall in Ravinia	Percentage of completion with the fencing of the Ravinia Community Hall	R 200 000	Internal	Identification of the Scope of work to be done	Appointment of a contractor	50% complete with the fencing of the Ravinia Community Hall	100% Complete with the fencing of the Ravinia Community Hall
CS04	28722			Percentage of completion with the 1) Construction of ablution facilities 2) Paving of the Stormsriver cemetery	R 200 000	Internal	Identification of the scope of work and paving design	Appointment of a contractor	100% complete with the construction of ablution facilities at the Stormsriver cemetery	100% complete with the paving of the Stormsriver cemetery

CS05	28724	Provision of adequate cemetery facilities	Upgrading of cemetery facilities	Percentage of completion with the fencing of the Krakeel Cemetery	100% complete with the fencing of the Krakeel Cemetery	R 90 000	Internal	Identification of the scope of work and paving design	Appointment of a contractor	50% complete with the fencing of the Krakeel Cemetery	100% complete with the fencing of the Krakeel Cemetery
CS06	28721			Percentage of completion with the construction of a Boundary Hall at Woodlands Cemetery	100% complete with the construction of a boundary hall at the Woodlands Cemetery	R 200 000	Internal	Procurement of a service provider	Appointment of a contractor	50% complete with the construction of a boundary hall at the Woodlands Cemetery	100% complete with the construction of a boundary hall at the Woodlands Cemetery
CS07	34124	Implementation of the Waste Management Plan	Fencing of the Landfill sites in Woodlands and Tweenviere	Percentage of completion with the fencing of the Landfill site in Woodlands	100% complete with the fencing of the Woodlands Landfill sites	R 1 000 000	Internal	Procurement of a service provider	Appointment of a contractor	50% complete with the fencing of the Woodlands Landfill Site	100% complete with the fencing of the Woodlands Landfill Site
CS08			Fencing of the Landfill sites in Woodlands and Tweenviere	Percentage of completion with the fencing of the Landfill site in Tweenviere	100% complete with the fencing of the Tweenviere Landfill sites			Procurement of a service provider	Appointment of a contractor	50% complete with the fencing of the Tweenviere Landfill Site	100% complete with the fencing of the Tweenviere Landfill Site
CS09	28322	Provision of adequate library facilities	Replacement of the roof of the Krakeel Library building	Percentage of completion with the replacement of the Krakeel Library Building roof	100% complete with the replacement of the Krakeel Library building roof	R 120 000	Internal	Procurement of a service provider	Appointment of a contractor	50% complete with the replacement of the Krakeel Library roof	100% complete with the replacement of the Krakeel Library roof
CS10	28324		Paving of the Stormriver Library parking area	100% complete with the paving of the Stormriver Library Parking area	Percentage of completion with the paving of the Stormriver Library Parking area	R 150 000	Internal	Procurement of a service provider	Appointment of a contractor	50% complete with the paving of the Stormriver Library Parking Area	100% complete with the paving of the Stormriver Library Parking Area

KPA 3 -Local Economic Development

LED01	Development of the honeybush tea industry in Koukamma	Development of a partnership agreement and facilitate engagement with the stakeholders	Conduct a number of stakeholder engagements to ensure the signing of partnership agreements	Conduct 4 stakeholder engagements	External Funding	External	Facilitate 1 stakeholder engagement and the signing of partnership agreements	Facilitate 1 stakeholder engagement	Facilitate 1 stakeholder engagement	Facilitate 1 stakeholder engagement
LED02	Monitoring and evaluation of the finalisation of the Rock Art Centre	Monitor the progress on the finalisation of the Rock Art Centre through the Department of Tourism	Conduct a number of engagements with the Department of Tourism	4 Engagements with the Department of Tourism	Dept. of Tourism	External	1 stakeholder engagement with the Department of Tourism	1 stakeholder engagement with the Department of Tourism	1 stakeholder engagement with the Department of Tourism	1 stakeholder engagement with the Department of Tourism
LED03	Ensure the implementation of the Agri - park business model	Facilitate the establishment of a Farmer Production Support Unit under the Agri-park business model in Misgund	Facilitate a number of stakeholder engagements and progress reports for the establishment of the FPSU in Misgund	1) 4 stakeholder engagements and 2) 4 progress reports on the establishment of the FPSU	Department of Rural Development and Land Reform	External	1) 1 stakeholder engagements and 2) Establish local management structure 3) 1 Progress report	1) 1 stakeholder engagements and 2) 1 Progress report	1) 1 stakeholder engagements and 2) 1 Progress report	1) 1 stakeholder engagements and 2) 1 Progress report
LED04	25511	Job creation through the EPWP programme	Number of jobs created through EPWP	40 jobs created through EPWP	R 1 000 000	Public Works	40 EPWP participants Appointed	N/A	N/A	N/A
LED05		Reporting on EPWP implementation to public Works	Submit a number of EPWP reports to Public Works	Submit 4 EPWP reports to Public Works			1 EPWP report submitted to Public Works	1 EPWP report submitted to Public Works	1 EPWP report submitted to Public Works	1 EPWP report submitted to Public Works
LED06		Monitor the implementation of the CWP program through conducting LRC meetings	Conduct a number of LRC meetings	Conduct 4 LRC meetings	External Funding	COGTA	Conduct 1 LRC meeting	Conduct 1 LRC meeting	Conduct 1 LRC meeting	Conduct 1 LRC meeting
LED07		Review of Local Economic Development Strategy	Development of a Local Economic Development Strategy	1 Final Local Economic Development Strategy approved by Council	Operational	Operational	Solicit support from SBDM and COGTA for the development of the LED strategy	Secure support and funding for the LED strategy	Approval of the Draft Local Economic Development Strategy	1 Council Approved Local Economic Development Strategy

LED08	Operation of LED Forum(s) - Local Business Development Forums - Koukamma Business Development Forum - Emerging & Small Holding Farmers Associations (Commodity Formations)	Promote active LED Forums	Conduct a number of LED Forum meetings	4 LED Forums conducted	Operational	Operational	Operational	1 LED Forum conducted	1 LED Forum conducted	1 LED Forum conducted	1 LED Forum conducted
KPA 4 - Financial Viability and Management and Sustainability											
FV01	Compliance with the MFMA and mSCOA Regulations	Implementation of the MFMA and mSCOA Circulars	mSCOA Compliant Financial System and Annual Budget	Accurate mSCOA Compliant Financial System and Annual Budget	Operational	Operational	Operational	Verifications of Mscosa datastrings to schedule C and appendix B returns for July and August submitted National and Provincial Treasury	Verifications of Mscosa datastrings to schedule C and appendix B returns for September, October and November submitted National and Provincial Treasury	Verifications of Mscosa datastrings to schedule C and appendix B returns for December, January and February submitted National and Provincial Treasury	Verifications of Mscosa datastrings to schedule C and appendix B returns for March, April and May submitted National and Provincial Treasury
FV02	Annual Budget compiled inline with the MFMA	Compilation of the Annual Budget	Submission of Final Budget to Council and Treasury for 2020/21	Submission of Final Budget to Council and Treasury for 2020/21	Operational	Operational	Operational	Submit a budget plan linked to the IDP process plan for Council Approval	N/A	Adoption of the draft budget and related policies to Council and Treasury	Adoption of the 2020/21 Final Budget to Council and submitted to Treasury
FV03	Adjustments Budget compiled inline with the MFMA	Compilation of Adjustments Budget	Submission of Adjustments Budget to Council and Treasury	Submission of Adjustments Budget to Council and Treasury	Operational	Operational	Operational	N/A	N/A	Submit Adjustments Budget to Council and Treasury	N/A
FV04				Increase Service Revenue collection by 10% of the baseline of 18/19 for 2019/20				2.5% improvement on revenue Collection for Services	2.5% improvement on revenue Collection for Services	2.5% improvement on revenue Collection for Services	2.5% improvement on revenue Collection for Services

FV05		Improvement of the revenue collection rate for the 2018/19 Financial year	Comply with the MFMA and Municipal Property Rates Act	Ensure Increase in Revenue collection by a certain percentage	Increase Rates Revenue collection by 10% of the baseline of 18/19 for 2019/20	Operational	Operational	2.5% improvement on revenue collection on rates	2.5% improvement on revenue collection on rates	2.5% improvement on revenue collection on rates	2.5% improvement on revenue collection on rates
FV06					Increase Traffic Fines Revenue collection by 20% of the baseline of 18/19 for 2019/20			5 % improvement on revenue collection for Traffic Fines	5 % improvement on revenue collection for Traffic Fines	5 % improvement on revenue collection for Traffic Fines	5 % improvement on revenue collection for Traffic Fines
FV07				Submit a number of Grap compliant AFS	Grap Compliant AFS			Submit accurate GRAP compliant AFS to AG	Submit corrected GRAP compliant AFS to AG	N/A	N/A
FV08				Populate the Schedule B returns and submit to treasury	Schedule B returns and submit to treasury			Submit pre-audited Schedule B to Provincial and National Treasury	Populate the Schedule B returns and submit to treasury	N/A	N/A
FV09		GRAP compliant Submissions in accordance with the MFMA	Accurate Reporting in Compliance with Legislation	Submit a number of reports to Treasury	Submission of 4 Section 52 Reports	Operational	Operational	Submit section 52 report for Apr - June 2018/19	Submit section 52 report for Jul - Sept 2019/20	Submit section 52 report for Oct - Dec 2019/20	Submit section 52 report for Jan - Mar 2019/20
FV10				Submit a number of reports to Treasury	Submission of 12 Section 71 Reports			Submit monthly section 71 Reports (June, July, Aug.)	Submit monthly section 71 Reports (Sept, Oct, Nov)	Submit monthly section 71 Reports (Dec, Jan, Feb)	Submit monthly section 71 Reports (March, Apr, May)
FV11				Submit a number of reports to Treasury	Submission of 1 section 72 Report			N/A	N/A	Submit section 72 reports to Council and Treasury	N/A
FV12		Compliance to AG Findings of 2018/19 FY	Implementation of the Audit Action Plan	Implementation of the AG Findings in the Audit Action Plan	100% implementation of the AG Findings in Audit Action Plan	Operational	Operational	N/A	Develop a draft audit action plan based on AG findings	Submit the AG report and draft audit plan to council for adoption	Report to Council on the implementation of the Audit Action Plan
KPA 5 - Good Governance and Public Participation											
GGPP01		IDP Review for the 2020/21 financial year	Implementation of the Municipal Systems Act	Reviewed IDP 2020/2021	Adoption of the reviewed IDP for the 2020/21 FY	Operational	Operational	Adoption of the IDP and Budget Process Plan	Conduct Situation Analysis of adopted IDP 2019/20	Draft IDP submitted to Council for approval	Final IDP for the 2020/21 FY approved by Council

GGPP02	Establishment of 6 Ward Committees in Koukamma 2019/20	Implementation of the Municipal Systems Act	Number of Ward Committees Reports	24 Ward Committee Reports	Operational	Operational	Operational	6 Ward Committee Reports	6 Ward Committee Reports	6 Ward Committee Reports
GGPP03	Monitoring and application of Performance Management Systems	Compliance of the Performance Management Framework	Conclude a number of Performance Management Reports	Conclude and sign off 4 Performance Reviews	Operational	Operational	Operational	Coordinate the Annual Panel Performance Reviews for 2018/19	Conduct Quarter 1 Performance Review for 2019/20	Conduct Quarter 3 Performance Review for 2019/20
GGPP04				Council approval of 4 SDBIP quarterly reports				Conclude Annual Performance Report for 2018/19 FY	Quarter 1 SDBIP Performance Report due for 2019/20	Quarter 3 SDBIP Performance Report due for 19/20
GGPP05	Effective functioning of MPAC in the 2019/20 Financial Year	Improved oversight role of MPAC	Conduct a number of MPAC meetings	4 MPAC meetings	Operational	Operational	Operational	1 MPAC Meeting	1 MPAC Meeting	1 MPAC Meeting
GGPP06	Effective functioning of Audit Committee in the 2019/20 Financial Year	Improved advisory role Audit Committee	Conduct a number of Audit Committee meetings	4 Audit Committee meetings				1 Audit Committee meeting	1 Audit Committee meeting	1 Audit Committee meeting
GGPP07	Effective Functioning of the internal Audit 2019/20	Implementation of the Internal Audit Plan	A number of internal Audit Reports	4 Internal Audit Reports	Operational	Operational	Operational	1 Quarterly Internal Audit Report	1 Quarterly Internal Audit Report	1 Quarterly Internal Audit Report
GGPP08	Compliance to the Municipal Systems Act	Compilation of the Annual Report 2018/19	Development of the Annual Report 2018/19FY	Approved Annual Report for 2018/19 FY	Operational	Operational	Operational	Completion of the Draft Annual Report	Approval of the Draft annual report by Audit Committee and Council	Submission of the approved Annual Report to AG, Treasury and Cogta